

2017 Grace Period Notice

Flexible Spending Accounts (FSA)

The State of Delaware has adopted the 2½ month grace period for incurring Flexible Spending Account (FSA) claims as allowed by the IRS. This means that you have until March 15, 2018 to incur claims against your 2017 Health Care FSA and Dependent Care FSA. This extension of time to incur expenses reduces the chance for any forfeitures, as every twelve month plan year is, in essence, 14½ months.

Am I eligible to participate in the 2017 Grace Period?

If you are an active participant as of **December 31, 2017** for the 2017 FSA Plan Year, you may continue to incur expenses through **March 15, 2018** in order to use any remaining funds in the 2017 FSA Plan Year. You do not need to be enrolled for the 2018 FSA Plan Year, effective January 1, 2018, in order to participate in the 2017 Grace Period.

How are claims applied during the 2017 Grace Period?

All FSA claims for services provided January 1, 2018 through March 15, 2018 will **automatically be applied and processed from the 2017 plan year first** if filed by the claims filing deadline. If your claim exceeds the available funds from the 2017 Plan Year, any excess will be automatically applied to the 2018 Plan Year.

- ↳ **Example 1:** Pat has \$50 remaining in a medical FSA at the end of the 2017 plan year and has no more expenses to submit with dates of service during the actual plan year. Two weeks after the end of the plan year, Pat goes to the dentist and incurs a charge of \$145. Pat submits a claim to ASIFlex. ASIFlex processes the claim and \$50 is applied to the remaining balance from the 2017 plan year, and \$95 is applied to the 2018 plan year's balance.
- ↳ **Example 2:** Pat submits a claim for \$145 in dental expenses, but, knowing that she has a charge from the hospital for services provided during the past year, but has not received the statement yet, Pat wants the entire \$145 to be applied to the current year. Pat includes a note with the claim packet asking to apply the entire dollar amount to the new plan year. ASIFlex applies the entire reimbursement request to the new 2018 plan year.

When is the deadline to submit claims for the 2017 Grace Period?

The **deadline to submit claims is April 15, 2018** for **ALL** allowable expenses incurred during the Plan Year January 1, 2017 through December 31, 2017 and the accompanying Grace Period January 1, 2018 through March 15, 2018. **After April 15, 2018, your account will be closed and any balance remaining will be forfeited to the State of Delaware in accordance with federal regulations.**

Additional information regarding **Flexible Spending Accounts** can be located under the "Benefit Programs" button at de.gov/statewidebenefits.

Contact ASIFlex or Statewide Benefits Office (SBO) with Questions:



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